

**Minutes  
Pre-Bid Conference  
Transportation of Bodies- Area I  
DHMH OPASS 17-17222**

The meeting was held on Thursday, September 29, 2016 and began at 10:15 a.m. at the State Anatomy Board facility at 655 W. Baltimore Street and due to the large turnout, moved to a larger conference room located at 20 N Pine Street, Room 240.

**DHMH ATTENDEES:**

Ronn Wade and Mary Angel from the State Anatomy Board  
Jatavia Ruffin and Queen Davis from DHMH-OPASS.

**VENDOR ATTENDEES:**

Yolanda Nelson – Compassionate Care Transport  
Rodney McCoy – Compassionate Care Transport  
Charles Perzynski – Conveyor Supply Co Inc.  
Richard Perzynski – Conveyor Supply Co Inc.  
James Lincoln – James Lincoln FH  
Jamil Pope – KP & Co.  
Marquette Kimble – KP & Co.

A sign-in sheet was filled out by all attendees.

**MINUTES:**

Ronn Wade, Director of the State Anatomy Board welcomed everyone. Introductions were made by all attending.

Jatavia Ruffin, Contract Officer for the Office of Procurement and Support Services, gave an overview of the procurement process and stated that her role would include assisting the vendors with maneuvering through the procurement process. Jatavia Ruffin requested that each participant legibly sign the sign-in log to include their name, the name and address of their company and the telephone and fax numbers for their company

The anticipated contract terms resulting from this solicitation will be for five (5) years and three (3) months beginning on or about **April 1, 2017 through June 30, 2022**. There are no options available for this contract.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**.

The contract will have a zero (0) percent (%) MBE goal.

The completion of the Bid/Proposal Affidavit and the Contract Affidavit were discussed.

Bid Proposal Affidavit must be completed and signed. If there is a question regarding your Resident Agent, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301W. Preston Street, Baltimore, Maryland 21201.

The bidder must **complete, sign and submit** the Contract Affidavit set forth in **Attachment C with each bid. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.**

Include in your transmittal letter, a statement regarding the appropriate Tier designation for the Living Wage Requirement Law (**See Attachment G**).

It was stated that each Bid Page (**Attachment F**) must be correctly completed. Pay special attention to the Bid Submission Requirements listed on pages 65 through 67. Failure to include those items will **void** your bid submission.

Please see Section 1, 1.8 and list your eMaryland Marketplace **vendor number**; See Section 1, 1.30(Electronic Funds Transfer).

**DO NOT FORGET TO SIGN THE BID AND SIGNATURE PAGES ON ALL THREE SUBMITTED BID PACKETS. ORIGINAL SIGNATURE IS REQUIRED ON EACH PAGE.**

**WE REQUIRE THAT THE ENTIRE PACKET BE RETURNED IN TRIPLICATE!!!**

The due date for bids, in **triplicate** is **Monday, October 24, 2016, no later than 2:00 p.m. local time. No bids will be accepted after October 24, 2016 2:00 PM Local Time.**

Please address your bid packets to Dana Dembrow, Procurement Officer. Her information can be found on the **Key Information Summary Sheet (page 10)**.

**The three acceptable means of delivering a bid:**

1. The U.S. Postal Service;
2. Hand Delivery of Offeror – **ask for receipt**; and
3. Hand Delivery by Commercial Carrier – **ask for receipt**

The bid opening is public and vendors may attend. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements have been met, (bid calculations, etc. are made and verified).

It was requested that all questions regarding **procurement matters** be addressed to **Jatavia Ruffin at (410) 767-1883**. **Programmatic matters** should be addressed to **Ronn Wade or Mary Angel at (410) 706-3313**.

## Questions answered by State Anatomy Board representatives?

*What information is required for removal requests?*

Office notifications require only an ETA response to person requesting service. Answering Service notifications, on evenings and weekends, requires additional information, see Body Data Form (attachment P). See section 3.2.1.8 to 3.2.1.10 or more specific instructions.

*What are the time limits for removals?*

All removals should be completed in a direct and timely manner. Contractors should reference section 3.2.1.14 and 3.2.1.15 for specific time restraints depending on sites refrigeration status.

*What is the quantity of cremation urns being returned from crematory?*

Quantity is determined by quantity of cremations sent to the two crematories during the preceding month.

*Is the contracted crematory location to change during this Contract period?*

Yes, the new crematories will still be with the 35 mile radius of the Boards facility.

*What are the current rates for services for Area 1?*

Local Removals: \$100 per removal

Non-Local Removals: \$4.00 per loaded mile

Infant Removals: \$1.00 per hospital

Crematory Transfers: \$.50 per two cremation boxes

### **Noted by Anatomy Board representative:**

- If babies are available at site for pick up at time of adult removal, babies may be picked up but charges will be for adult only.
- Body bags will be supplied by Board for removals.
- Cremations transfers are per TWO cremation boxes.
- Read over entire bid for all requirements.
- Reference Section 4 for all Bid Submission requirements.
- EMM numbers and CJIS request should be completed as soon as possible to meet time restraints by bid opening.

The meeting concluded at 11:03 a.m.